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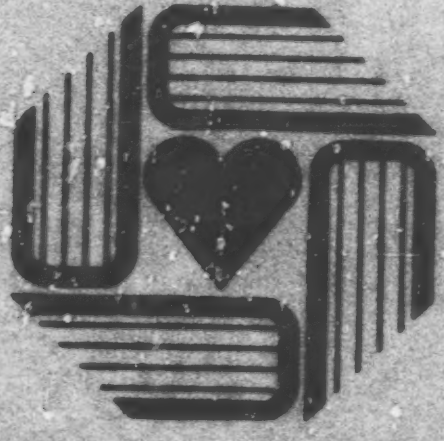
SELECTING AND USING A CORE-REFERENCE COLLECTION



by

Margaret Irby Nichols

TEXAS STATE LIBRARY
Library Development Division

Austin, Texas
1986

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ABSTRACT

This guide is designed to assist librarians in the selection, acquisition, and use of a core-reference collection. Section 1, "Sources," is an annotated bibliography which focuses on the selection of those works that should constitute the main reference holdings in a small library or a desk (ready-reference) collection in a larger library. Sources have been limited to 76 currently available works which are priced reasonably and judged to be of excellent quality. An additional 50 reference works are cited in 27 notes. Topics covered are: (1) General Works; (2) Biography; (3) Religion; (4) Language; (5) Literature; (6) Visual and Performing Arts; (7) History; (8) Statistics; (9) Political Science and the Law; (10) Geography; (11) Careers and Education; (12) Business; (13) Social Customs, Home Life, and Sports; and (14) Science and Technology. Section 2, "Priority Ratings of Sources," is designed to help small libraries in the acquisition process. The sources listed in the bibliography are divided into 10 groups, with 20 sources, such as almanacs and encyclopedias, arranged according to required frequency of purchase (e.g., annually, biennially). The remaining 59 works are arranged in their order of importance. Section 3, "Reference Works Exercises," is intended for library workers new to the reference staff or more experienced workers who wish to review the use of basic reference tools. Nine exercises, each with an informative introduction, require the use of a variety of reference sources. The guide is indexed by title and subject. (KM)

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SELECTING AND USING

A

CORE-REFERENCE COLLECTION

by

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Texas State Library
Library Development Division
Austin, Texas
1986

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PREFACE

Through this guide, I hope to assist libraries in the selection, acquisition, and use of a core-reference collection. Each of the three sections addresses one of these functions.

Section I focuses on the selection of those works which should constitute the main reference holdings in a small library or a desk (ready-reference) collection in a larger library. Sources have been limited to seventy-six currently available works (seventy-nine separate titles) which are priced reasonably and are judged to be of excellent quality. Since it is often difficult to choose only one work--an atlas, an encyclopedia, etc.--I have included twenty-seven notes which cite an additional fifty reference works. In some instances, these added titles may be substituted for those recommended in the text; other titles are suggested for purchase when needed.

Section II of the handbook is designed to help small libraries in the acquisition process. They, of course, will hold some of the sources listed herein, but may not have funds to purchase those which remain, except by installment. Some works should be bought on a regular basis--annually, biennially, or every two or five years. Listings of these regular or rotating purchases are followed by five groupings of eleven to twelve titles each. All works in one group should be bought before moving to the next.

Section III, which contains nine exercises on using basic types of sources--almanacs, encyclopedias, dictionaries, etc.--is intended for library workers who are new to reference work. This may include support staff in a large library who are being trained to answer fact-type queries at an information desk or to assist in the reference department. The more experienced librarian, moreover, could use them to review the use of basic reference tools. The aim of the exercises is to improve search skills and to demonstrate the special value of certain reference works.

I am indebted to Dean Dewey E. Carroll, School of Library and Information Sciences, North Texas State University, for his support, and to Paula King and Eva Ho, who deciphered my cryptography and typed the manuscript. I acknowledge with gratitude the editorial assistance of my husband Dr. Irby C. Nichols, Jr., Department of History, North Texas State University, who read the manuscript and made many suggestions for its improvement. Any errors in fact or judgment are, of course, my own.

Denton, Texas
April 1986

Margaret Irby Nichols

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Section I: Sources

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A. GENERAL WORKS

Almanacs

A1. Information Please Almanac. Information Please Pubs., 1947 to date. Annual. 1986, $10.95 0-395-39461-9; $5.95pa. 0-395-39462-7

This work duplicates much of the data contained in World Almanac (A3), but the differences justify its purchase. Chronologies, directory information, and maps receive considerable attention. Statistical data are a special feature.

A2. Texas Almanac and State Industrial Guide. Dallas: A.H. Belo; distr. by The Dallas Morning News, 1857 to date. Biennial. 1986/87 ed. $14.95 0-914511-02-5; $8.95pa. 0-914511-03-3

Well established as an essential reference book in area libraries, this almanac provides detailed coverage of Texas government, economic and social statistics, and historical information. Major sections include: an outline of Texas history; a listing of Texas counties and towns with basic directory and statistical data; a listing of boards and commissions, with addresses and key personnel; information about state government, state finances, agriculture, and many other topics.

A3. World Almanac and Book of Facts. Newspapers Enterprise Assn., 1968 to date. Annual. 1986, $12.95 0-911818-95-2; $5.95 pa. 0-911818-94-4

The best known and most useful American almanac, this work is an indispensable quick-reference source. It offers statistical and factual data on social, political, educational, religious, historical, economic, industrial, and agricultural topics and many other areas. Each annual is extensively indexed, making the contents easily accessible.

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Directories

A4. National Five Digit Zip Code and Post Office Directory. Government Printing Office, 1974 to date. Annual. Available at main post offices. 1986. $9.

Since 1979, the ZIP code and post office directories have been combined. This annual provides a comprehensive listing of ZIP code information for all post offices and street addresses in the United States and for APO's and FPO's. Arrangement is by states, and then cities and towns, broken down by streets. The smaller directory, which the post office also publishes, should not be purchased, since it omits street address codes. Mailing information and current postal regulations also are included in the larger directory.

Encyclopedias

A5. Encyclopedia Americana. Grolier Inc. 30 vols. 1986, $799. plus shipping and handling, to libraries.

Americana is a reliable, authoritative, and objective set, which is suitable for adults and students from junior high level through college. Coverage is international, but information about United States history, biography, and geography is more detailed. The set is essentially specific topic in approach with the average article about 600 words in length. Major articles are signed by well-known scholars and subject experts. All major articles and many shorter ones are supported by reading lists. The clearly written text is enhanced by appropriate illustrations, charts, diagrams, and multicolored maps. An analytical index containing 353,000 entries provides access to the 54,000 articles.

Note: Libraries able to afford more than one adult set may wish to buy The New Encyclopaedia Britannica, 15th ed. rev., 32 vols. (Britannica Educational Corp. 1986, $999. to libraries.), the oldest, most famous, and most scholarly set. The latest revision adds a much needed 2-volume index, lacking since the set changed to its unique three-part format in the early 1970's. Academic American Encyclopedia, rev. ed., 21 vols. (Grolier Inc. 1986, $600. plus shipping and handling, to libraries.) is another worthwhile set, but intended for a more popular student and adult audience than Britannica. It contains short, specific entry articles, supported by an unusually large number of colorful and appropriate illustrations. Collier's Encyclopedia, 24 vols. (Macmillan Educational Corp. 1986, $669. plus $20. shipping through 4/18/86, to libraries.), also popularly written, is another useful set for junior and senior high school students as well as adult readers.

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A6. World Book Encyclopedia. Field Enterprises Educational Corp. 22 vols. 1986, $433. plus $29. shipping, to libraries.

This outstanding set is appropriate for upper elementary grades through high school and for adults seeking basic information. The contributors are recognized scholars and subject experts, and all articles are signed. Entries, written in a lively and interesting style, address the group most likely to read them. Bibliographies are appended to major articles, and there also is an annotated list of materials on over 2,000 topics in the index volume. The set is extensively and appropriately illustrated--29,000 illustrations and over 2,000 maps. There are numerous how-to-do-it articles, pronunciations of unusual or unfamiliar names, lists of specialized terms, and numerous other special features. The set is heavily cross referenced and well indexed.

Note: If a set which focuses on the needs of elementary school children is purchased, New Book of Knowledge, 21 vols. (Grolier. 1986, $499.50 plus shipping and handling, to libraries) is a first choice. Other sets intended for the same audience as World Book but which do not have its examplary reputation are: Merit Student Encyclopedia, 20 vols. (Macmillian Educational Corp. 1986, $525 plus shipping, to librarian) and Compton's Encyclopedia and Fact Index, 26 vols. (F.E. Compton, a Division of Encyclopedia Britannica. 1986, $499 to librarian.) Both display excellent quality and deserve consideration when added sets are needed.

Encyclopedia Year Books

A7. Either Americana Annual (Write for price information.) or World Book Year Book (Write for price information.) should be purchased yearly, but both are not needed. Each covers the year's people, places, and important events and surveys significant developments; materials contained are similar. One title should be selected, purchased regularly, and retained indefinitely for the in-depth coverage of that calendar year. Most materials in the yearbook will not reappear in future editions of the parent set. Encyclopedia yearbooks, moreover, do not keep the parent set up-to-date as the publishers are prone to claim. An eight-year-old set of encyclopedias, supplemented by annuals for succeeding years, does not provide a current article on chemistry or any other topic.

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Periodicals Indexes

A8. Abridged Readers' Guide to Periodical Literature. H.W. Wilson, 1935 to date. Monthly except June, July and August. (Indexing for these months is included in the September issue.) Permanent bound annual cumulations. 1986, $50./yr.

This abridgment of Readers' Guide to Periodical Literature, the most basic index to general periodicals for libraries of all sizes, is designed to meet the needs of small school and public libraries. It currently indexes 68 titles, judged to be of general reference value, and which represent a balanced subject coverage. The index also is useful as a selection aid in building a balanced periodical subscription list. Its author and subject coverage of selected periodicals constitutes its primary value.

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B. BIOGRAPHY

B1. Current Biography. H.W. Wilson, 1940 to date. Monthly (except December). $35./yr. ISSN 0011-3344. Yearbook. 1985, $35. ISSN 0084-9499. Cumulative Index, 1940-1970. 1973. 128p. $8. 0-8242-0520-0

Current Biography appears in two forms: a monthly periodical and a yearbook, in which the year's sketches are arranged alphabetically. Small libraries may subscribe to both formats, but if one is chosen, the yearbook is preferable. More than 200 persons are included each year: politicians, diplomats, scientists, writers, musicians, professional athletes, motion picture and television personalities, and other notables. The biographical articles, which range from one to several pages, are vivid, informative, and accurate. Essays recount the subject's career, and frequent quotes reveal the biographee's opinions and personality. A recent photograph, address, and references to additional sources are provided. The annual volume gives death notices for those who had appeared in earlier yearbooks. Indexing is by name (for the current volume and several pervious years) and profession. Libraries holding a number of volumes from the years 1940 to 1970 may wish to purchase the cumulative index for those years.

B2. Concise Dictionary of American Biography. 3rd ed. Scribner's, 1980. 1,333p. $75. 0-684-16631-3

This condensed version of Dictionary of American Biography (Scribner's, 1927 to date, 12 vols. and 7 supplements, $1,100), the leading work of its kind, contains more than 12,000 brief entries on people covered in the original set and first six supplements. These are deceased men and women who made a significant contribution to American life--explorers, frontiersmen, artists, scientists, craftsmen, business leaders, statesmen, clergy, and soldiers, as well as criminals. Libraries holding the 2nd edition (1977), may not wish to purchase the 3rd edition, since it is only a reprint of the earlier edition with a 100-page supplement of 1,080 persons who died between 1951 and 1960.

B3. Webster's American Biographies. Charles L. Van Doren, ed. Merriam, 1974. 1,248p. $18.92 0-87779-253-4

This work treats some 30,000 notables, living and dead, in entries that range from a paragraph to a column in length. Subjects chosen are drawn from all occupations--politics and government, fine arts and literature, science and technology, etc. Indexing by profession and geographic location is provided.

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B4. Webster's Biographical Dictionary. Merriam, 1980. 1,694p. $17.50. 0-8779-443-X

Brief entries cover some 40,000 persons, from all countries and all times, but only a small percentage are living. Emphasis is on British and American figures. Entries vary from a few sentences to a page and provide pronunciation, dates, and the chief contributions for each person. Though useful as a quick reference book, the work should be completely revised; since it appeared in 1940, the periodic updating has been superficial. Libraries holding a reasonably current edition, therefore, may not wish to purchase the 1980 revision.

Note: Libraries needing other biographical sources may wish to consider McGraw-Hill Encyclopedia of World Biography, 12 vols. (McGraw-Hill, 1973. $550./set 0-07-079633-5), and Notable American Women, 1607-1950. 3 vols. (Harvard University Press, 1971. $32.50pa. 0-674-62734-2) and its update Notable American Women: The Modern Period (Harvard University Press, 1980. $45. 0-674-62732-6; 12.95pa. 0-674-62733-4). The 11 volume set, which is now being revised (publication date not announced), contains signed articles on some 5,000 important, deceased persons. The latter work provides scholarly sketches for 1,359 outstanding, deceased American women. The supplement adds 442 women who died between 1951 and 1975. The original three-volume set and the supplement are available in paperback editions, an excellent choice for the small library, where use is not expected to be heavy.

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C. RELIGION

C1. A Dictionary of Non-Christian Religions. Geoffrey Parrinder. Westminister, 1973. 320 p. $10.95 0-664-20981-5

Short, factual entries cover terms and concepts in non-Christian religions (dieties, cults, sacred objects, philosophies, etc.) and emphasize Buddhism, Hinduism, and Islam. The illustrations--photographs and drawings--are not outstanding, but the work overall is of excellent quality and very useful.

Note: Dictionary of Comparative Religions by S.G.F. Brandon (Scribner's, 1970. 704p. $40. 0-684-31009-0), also a notable work, covers primitive and ancient religions, Eastern and Western. It, too, may be needed by many small libraries.

C2. Handbook of Denominations in the United States. Frank S. Mead. 7th ed. Abingdon, 1980. 265p. $10.95 0-687-16570-9

Entries treating the history, basic beliefs, governmental organization, and statistical data of some 250 American churches are arranged by denominations, with those closely related appearing in family groups. Addresses for denominational headquarters are in the appendix.

Note: If more current directory and statistical data on denominations is required, Yearbook of American and Canadian Churches (Abingdon, 1916 to date. Annual. 1984. $17.92pa ISSN 0084-3644) should be purchased at least occasionally.

C3. Harper's Bible Dictionary. rev. ed. Paul J. Achtemaier and Society of Biblical Literature. Harper, 1985. 1088p. $29.92 0-06-069862-4

Since this work appeared in 1952, it has become a standard for the nonprofessional. The latest edition, newly revised, covers people, places, and events mentioned in the Bible. There are some 500 illustrations (50 of which are maps), tables of archaeological sites, and an index.

Note: Dictionary of the Bible, rev. ed., James Hastings, ed., (Scribner's, 1963. $40. 0-684-15556-7) also is a standard work but more expensive than the above.

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Note: Libraries may require Bible commentaries and concordances. Basic commentaries include: The Interpreter's One-Volume Commentary on the Bible, ed. by Charles M. Laymon (Abingdon, 1971. $23.95 0-678-19299-4), which is protestant in its approach, and/or The Jerome Biblical Commentary, ed. by Raymond E. Brown and others, 2 vols. in 1 (Prentice-Hall, 1969. $52.95. 0-13-509612-X), compiled by distinguished Roman Catholic scholars.

Those needing Bible concordances might consider Harper's Topical Concordance, ed. by Charles Joy (Harper, 1976. $14.37pa. 0-06-064229-7), based on the King James Version, and/or Nelson's Complete Concordance of the New American Bible, by Stephen J. Hartdegen (Nelson, 1977. $39.95 0-8407-4900-7), based on a 1970 translation of the Scriptures for Roman Catholics. Cruden's Unabridged Concordance to the Old and New Testaments and the Apocrypha by Alexander Cruden (Baker Book, 153. $17.95 0-8010-2316-5), based on the King James Version, also is a standard work.

Libraries should have a variety of translations of the Bible. The versions used by local churches will serve as a guide for selection.

Mythology and Folklore

C4. Funk and Wagnalls Standard Dictionary of Folklore, Mythology, and Legend. Maria Leach, ed. Funk & Wagnalls; dist. by T.Y. Crowell, 1972. 1,236p. $22.50 0-308-40090-9; Harper, 1984. 23.98pa. 0-06-250511-4

The current edition, a reissue with minor corrections of the two-volume work published in 1949-50, is a standard reference work. Survey articles discuss countries, cultures, people, ethnic groups, etc. and provide comprehensive coverage for fairy tales, ballads, and dances, and concise treatment of gods, heroes, songs, tales, customs, beliefs, themes, and other topics.

Note: If an additional work on mythology is needed, A Dictionary of World Mythology by Arthur Cotterell (Putnam's, 1982. $8.95pa 0-339-50619-5) is recommended.

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D. LANGUAGE

Unabridged Dictionaries

D1. Random House Dictionary of the English Language. Jess Stein, ed. Random House, 1966. 2,056p. $49.95 0-394-47176-8

This dictionary, which claims to be unabridged, emphasizes words in current use. The 260,000 entries contain biographical and geographical names, as well as foreign words and phrases, abbreviations, popular proverbs and mottos, and titles of major literary, musical, and artistic works. Definitions are arranged according to their frequency of use. Illustrative phrases, synonyms and antonyms, and over 2,000 pictorial illustrations also are included. Some 400 pages of additional materials comprise the appendix: four concise bilingual dictionaries for Spanish, Italian, German, and French; an atlas section and separate gazetteer; numerous lists such as those for islands, rivers, colleges and universities; signs and symbols; and other miscellaneous data.

D2. Webster's Third New International Dictionary of the English Language. Philip Babcock Gove and the Merriam-Webster ed. staff, eds. Merriam, 1981. 2,662p. $69.95 0-87779-201-1

This edition, the most prestigious for American English, is vastly different from the previous one (2d ed. 1934). The objective is to record the language as it is used, not to indicate correct usage. The use of labels, therefore, is greatly reduced. The 450,000 entries include 50,000 new words and 50,000 new meanings. Gazetteer and biographical entries, foreign words and phrases, literary allusions, and words which became obsolete before 1755 have been deleted. Illustrative quotes are taken from contemporary sources, but citations are incomplete. Definitions, which are in historical order, are usually clear and easily understood. Despite these criticisms, however, this edition is essential in American libraries.

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Abridged Dictionaries

D3. Webster's New World Dictionary of the American Language. 2nd College Edition. David B. Guralnik, ed. Simon & Schuster, 1984. 1,692p. $11.95 0-671-41807-6; thumb-indexed $12.95 0-671-41809-2; $8.95pa. 0-671-41811-4

This excellent abridged work emphasizes current written and spoken English. The 160,000 entries include people, places, foreign words and phrases, slang and colloquial words, abbreviations, and legendary, Biblical, and classical names. Definitions, arranged in historical order, are precise and readable. Americanisms are marked with a star. Restrictive labels are applied to nonstandard words and usages; it excludes, too, vulgar slang, ethnic and racial denigrations. This work is not as well-known as the Webster's Ninth New Collegiate Dictionary; nontheless, it is authoritative and, indeed, preferred by many users.

D4. Webster's Ninth New Collegiate Dictionary. 9th ed. Frederick C. Mish, ed. Merriam, 1983. 1,563p. $15.95 0-87779-508-8; thumb-index red linen $14.95 0-87779-509-6.

Based on Webster's Third, this desk dictionary reflects the permissive-usage philosophy of the parent. The 160,000 entries, which includes 22,000 new words and meanings, list all definitions in historical order, but emphasize contemporary pronunciations, definitions, and usage. New to this edition is a date system which indicates the first use of a word and each added meaning. It also contains short discussions under entries for words commonly misused or which have disputed usage. Sections in the back present information not included in the main alphabet: foreign words and phrases, biographical and geographical names, lists of colleges and universities, signs and symbols, a handbook of style, abbreviations, and symbols for chemical elements. This, of course, is one of the best abridged dictionaries and a must for all libraries.

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Synonyms

D5. Roget's International Thesaurus. 4th ed. Robert L. Chapman, ed. Crowell, 1977. 1,455p. $12.50 0-690-0010-3; thumb-indexed $13.95 0-690-00011-1

The current edition of this famous work is a thorough revision of the 1962 edition. Arranged by topics or ideas suggested by words, it uses the system "invented" by Peter Mark Roget in the 19th century. An alphabetical word index of all words treated refers to the numbered category of each. The 250,000 synonyms and related words are listed with the most common or important in boldface type, but no discrimination or discussion of differences is offered. There are numerous other thesauri which bear the name Roget in their titles, but this one is the best and most up-to-date.

Note: Webster's Collegiate Thesaurus, ed. by Marie Weir Kay (Merriam, 1976. $11.95 0-87779-069-8), arranged alphabetically, is another current, authoritative work and also highly recommended.

D6. Webster's New Dictionary of Synonyms: A Dictionary of Discriminated Synonyms with Antonyms and Analogous and Contrasted Words. Phillip B. Gove, ed. Merriam, 1984. 942p. $12.95 0-87779-241-0

Published in 1942 and revised in 1968 and 1973, this synonym-antonym dictionary is an outstanding work, highly recommended. It is alphabetically arranged with synonyms and similar words carefully discriminated and illustrated with quotations drawn from classical and modern writers. It provides clear comparisons between words of a common denotation and enables the user to distinguish differences in implications, connotations, and applications.

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Slang

D7. Dictionary of American Slang: 2d Supplemental Edition. Harold Wentworth and Stuart Berg, comps. and eds. Crowell, 1975. 766p. $15.34 0-690-00670-5

This revision consists of the original 1960 edition in one alphabet and a supplement of recent slang in another--some 225,000 entries in all. It emphasizes modern American slang--the language of the underworld, jazz, Armed Forces, business, politics, entertainment, teenagers, etc.--but covers all periods. A date often indicates when an expression first appeared in print. Definitions are detailed and frequently accompanied by illustrative quotes. A number of interesting word lists are included: pig latin, blend words (Dixiecrat), words for forgotten terms (do-dad), etc. This work, the best American slang dictionary, is also available in an abridged paperback edition, Pocket Dictionary of American Slang (Pocket Book, 1968. $3.95 0-671-78976-7)

Note: A Dictionary of Slang and Unconventional English, 8th ed., by Eric Partridge, ed. by Paul Beale. (Macmillan, 1984. $75. 0-02-59480-2) is the most scholarly work on the subject, but it treats British slang and includes little American slang. In many libraries, however, it also will be needed.

Usage and Style Manuals

D8. The Elements of Style. 3rd ed. William Struck, Jr. and E.B. White. Macmillian, 1979. 92p. $7.95 0-02-418190-0; $3.22pa. 0-02-418200-1.

The compilers of this guide clearly and succinctly state the rules of good usage, often with a touch of humor, and provide several correct and incorrect examples to illustrate each case. William Struck prepared the original handbook for his English composition classes at Cornell University, and in 1952, long after his death, E.B. White, a grateful student who became a famous essayist and children's writer, edited the small volume for publication. It was so well received that White revised and updated it in 1972 and 1979.

Note: Harper Dictionary of Contemporary Usage by William Morris and Mary Morris, 2nd ed. (Harper & Row, 1985. 641p. $22.50 0-06-181606-X) is a current work which will provide worthwhile advice on good (and bad) language usage.

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D9. A Manual for Writers of Term Papers, Theses and Dissertations. 4th ed. Kate L. Turabian. University of Chicago Press, 1973. 216p. $14. 0-226-81620-6; $4.95pa. 0-226-81621-4

Often cited as Turabian, this well-known handbook, the most famous of its kind, provides information on such topics as abbreviations, spelling and punctuation, capitalization, quotations, footnotes and bibliographic style. An abridged version of the Chicago Manual, 12th ed., this is the standard guide for those writing formal papers.

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E. LITERATURE

E1. Brewer's Dictionary of Phrase and Fable. Centenary ed., rev. Ebenezer C. Brewer. Harper, 1981. 1,213p. $25.91 0-06-014903-5

The current edition updates a delightful volume which originated in the 19th century. It is a compilation of miscellaneous information which focuses on literature and history, and on colloquial expressions/adages that stem from a simple word. Under the entry "nod," for example, one finds: "a nod is as good as a wink to a blind horse," "on the nod," "the land of Nod," "a nodding acquaintance," and "a Tom noddy." The volume's value, moreover, is enhanced by numerous lists: dying words of famous persons, symbols of saints, public house signs, flowers and trees in symbolism, etc. Despite its British origin, this work has much ready-reference information that is useful to American libraries.

E2. Cambridge Guide to English Literature. Michael Stapleton. Cambridge University Press, 1983. 992p. $29.95 0-521-26022-1

This volume treats the literature of Great Britain, Ireland, Canada, Australia, New Zealand, South Africa, Nigeria, and the West Indies, making it an excellent choice for the small library. Attractive in appearance and well-written, it also contains a number of illustrations.

Note: Two works which would have been selected for this guide are unfortunately out-of-print: Cassell's Encyclopedia of World Literature, 3 vols. (Beekman, 1973) and Oxford Companion to English Literature, 4th ed., ed. Sir Paul Harvey and Dorothy Eagles (Oxford University Press, 1967). Should either be revised or become available again, they are excellent choices for the small library.

E3. A Handbook of Literature Based on the Original by William F. Thrall and Addison Hibbard. Hugh Holman. 4th ed. Bobbs-Merrill, 1980. 537p. $18.76 0-672-61477-4; $13.24pa. 0-672-61441-3

An important literary handbook for high school and college students, this work contains entries which treat literary terms, concepts, schools, and movements, but not individual authors. It also provides an outline of English and American literary history.

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E4. The Oxford Companion to American Literature. 5th ed. James D. Hart. Oxford University Press, 1983. 896p. $49.95 0-19-503074-5

This standard work covers American literary and popular authors from colonial times to the present times and major social and cultural movements reflected in American literature. The alphabetically-arranged entries provide short biographies of authors with information about their style and interests; over 1,000 summaries of novels, short stories, essays, poems, plays, biographies, tracts, narratives, and histories; definitions of literary terms; historical outlines of literary schools and movements; literary awards and societies; scholarly organizations; magazines and newspapers. A chronology of literary and social history concludes the volume.

E5. Reader's Encyclopedia. 2nd ed. William Rose Benet, ed. Crowell, 1965. 1,118p. $18.95 0-690-67128-8

This standard quick-reference tool, world wide in scope, treats literary terms, important writers in the liberal arts, allusions, plots of important works, literary characters, historical events, musical and art works, etc. Despite the focus on literature, much of the material is general. Treatment varies from a few sentences to several pages, but most entries are concise.

Biographical Sources

E6. Twentieth Century Authors. Stanley Kunitz and Howard Haycraft. Wilson, 1942. 1577p. $47. 0-8242-0049-7 Supplement I. Wilson, 1955. 1123p. $33. 0-8242-0050-0

This volume and its supplement, which belong to the Wilson Author Series, covers authors from throughout the world whose works have been published in English. The 1850 entries in the basic volume and 700 in the supplement are interestingly written sketches, several pages in length, and concern writers who published between 1900 and 1950.

E7. World Authors: 1950-1970. John Wakeman, ed. Wilson, 1975. 1593p. $60. 0-8242-0419-0
World Authors: 1970-1975. John Wakeman, ed. Wilson, 1979. $40. 0-8242-0641-X
World Authors: 1975-1980. John Wakeman, ed. Wilson, 1985. $65. 0-8242-0641-X

The almost 1,000 authors in the main volume and the ca. 600 in the two supplements continue Twentieth Century Authors (above) and represent writers from throughout the world who gained prominence after 1950.

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Note: Other volumes in the series also should be purchased as funds become available. They include: American Authors: 1600-1900, Stanley J. Kunitz and Howard Haycraft (846p. Wilson, 1938. $28. 0-8242-0001-2); British Authors Before 1800, Stanley J. Kunitz and Howard Haycraft (584p. Wilson, 1952. $22. 0-8242-0006-3); British Authors of the 19th Century, Stanley J. Kunitz and Howard Haycraft (677p. Wilson, 1936. $25. 0-8242-007-1); European Authors: 1000-1900, Stanley Kunitz and Vineta Colby (1016p. Wilson, 1967. $35. 0-8242-0013-6); Greek and Latin Authors: 800 B.C.-A.D. 1000, Michael Grant (492p. Wilson, 1980. $30. 0-8242-0640-1).

Quotations

E8. Bartlett's Familiar Quotations. 15th ed. rev. and enl. John Bartlett. Emily Morison Beck and others, eds. Little, Brown, 1980. 1,540p. $29.45 0-316-08275-9

The best known of the quotation books, Bartlett's, as it is usually called, began its history in 1855, and with the publication of the 15th edition, celebrated 125 years of renown. More than 3,000 authors (including 400 new ones) are cited in some 22,500 quotations. Arrangement is chronological by the person quoted, with indexing by author, subject, and key words. Exact references to original sources are provided, as well as helpful historical footnotes. Earlier editions of this work should be retained, since some quotations are deleted with each revision.

Note: If other quotation books are purchased, first choices are Home Book of Quotations: Classical and Modern, comp. Burton Egbert Stevenson, 10th ed. rev. (Dodd, 1967. Reprinted 1984. 2,816p. $34.95 0-396-08340-4), and Oxford Dictionary of Quotations, 3rd ed. (Oxford University Press, 1979. 904p. $39.95 0-19-211560-X). Oxford Dictionary of English Proverbs, 3rd ed. (Oxford University Press, 1970. $35. 0-19-869118-1) is a recommended book of proverbs and phrases, which are omitted from the Oxford Dictionary of Quotations.

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F. VISUAL AND PERFORMING ARTS

Fine Arts

F1. The Oxford Companion to Art. Harold Osborne, ed. Oxford University Press, 1970. 1,277p. $45. 0-19-866107-X

About 3,000 concise, non-technical entries, which vary in length from brief to a column or more, cover art from prehistoric times to the present. This large volume emphasizes visual and fine arts, but omits crafts and decorative arts.

Note: Art Through the Ages, 2 vols., 7th ed., by Horst De La Croix and Richard G. Tansey (Harcourt, 1980. $28.95. 0-15-503758-7) would strengthen the art reference area.

Decorative Arts

F2. Dictionary of the Decorative Arts. John Fleming and Hugh Honour. Harper, 1977. 896p. $ 29.95. 0-06-011936-5

This outstanding work is the best of its kind. Some 4,000 entries, supported by 1,000 illustrations, cover European furniture and furnishings from medieval to contemporary times and North American products from the Colonial period to the present. Common marks (ceramic, silver, and pewter), terms, materials, and people are well covered.

Note: The Oxford Companion to the Decorative Arts, ed. by Harold Osborne (Oxford University Press, 1975. $49.95, 0-19-866113-4), an excellent but more expensive work, is also a good choice.

BEST COPY AVAILABLE

Music

F3. Oxford Companion to Music. Percy A. Scholes. 10th ed. Ed. by John Owen Ward. Oxford University, 1970. 1,248p. $35.95. 0-19-311306-6

This standard work consists of authoritative articles on every aspect of music: biography, opera plots, terms, musical history, etc. Articles vary in length from brief to several pages.

Theatre

F4. Concise Oxford Companion to the Theatre. Phyllis Hartnoll, ed. Oxford University Press, 1972. Reprint 1979. $19.95 0-19-211576-6

Based on the longer work, Oxford Companion to the Theatre, 3rd ed., Phyllis Hartnoll, ed., now replaced by the 4th ed. (Oxford University Press, 1983. $49.95 0-19-211546-4), which some small libraries may require, covers theatre world wide. Biographies of those connected with the theatre--actors, set designers, playwrights--plays, playhouses, touring companies, costume and stage history are among the topics covered.

Film

F5. Halliwell's Filmgoer's Companion. Leslie Halliwell. 8th ed. Scribner's, 1984. 745p. $42.50 0-684-18183-5

The latest edition of this standard work, which appeared in 1965, updates the material through 1982. The brief, alphabetically arranged entries for persons involved in the history of the cinema treats actors, producers, directors, bit players, silent stars, cinematographers, etc. Other entries cover general topics, definitions of terms, themes and subjects, historical figures frequently depicted in film, and many individual films.

Note: Film Encyclopedia by Ephraim Katz (Crowell, 1979. $29.95 0-670-01204-7; Putnam, 1982. $14.95pa. 0-399-50601-2) is another worthwhile selection which contains basic information on 7,000 film personalities.

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F6. Halliwell's Film Guide. 4th ed. Leslie Halliwell. Scribner's 1985. 1,000p. $39.95 0-684-17984-9

This work, which compliments Halliwell's Filmgoer's Companion, includes entries for some 10,000 English-language feature films. The information is descriptive--running time, release date, country of origin, production company, major credits, plot synopsis, etc.--and evaluative--the author's own rating system and, for some, critical comments.

Television

F7. Complete Directory of Prime Time Network TV Shows, 1946-Present. Tim Brooks and Earle March. Ballentine, 1979. 848p. $19.95 0-345-24248-5; $12.95pa. 0-345-29588-9

The main section of this work is an alphabetical listing of every program telecast in prime time for at least four weeks on major networks. Each entry includes dates, information about actors and their roles, names of notable or frequent guest appearances, a brief synopsis of the series, characterizations of major roles, theme songs with the name of the orchestra, etc. Appendixes cite more useful data: Emmy Award winners, top-rated programs, longest running series, etc.

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G. HISTORY

G1. Encyclopedia of American History. 6th ed. Ed. by Richard B. Morris and Jeffrey B. Morris, eds. Harper & Row, 1982. 1,285p. $28.80. 0-06-181605-1

This chronology of American history is arranged in three parts: a basic chronology of major political and military events from aboriginal times through the early 1980's, a topical chronology which lists events under broad subject headings, and a section which contains brief biographical sketches of some 500 notable Americans. Entries in the major section are concise, but the information is extensive. Maps, charts, and a detailed index support the volume.

G2. Encyclopedia of World History: Ancient, Medieval, and Modern. 5th ed. William L. Langer. Houston Mifflin, 1972. 1,504p. $32. 0-395-13592-3

This standard work, arranged in broad periods and sub-divided geographical, is a historical chronology which covers the rise and fall of civilizations and empires. It presents concise information on political, military, diplomatic, and cultural history. There are also genealogical charts of ruling families; lists of popes, prime ministers, and other important political figures; and some 60 outline maps. The volume is extensively indexed.

G3. Handbook of Texas. Walter Prescott Webb and H. Bailey Carroll, eds. Texas State Historical Association, 1952. 2 vols. $55. 0-87611-013-8 Supplement, called Vol. 3, Eldon Stephen Branda, ed. 1977. $35. 0-87611-027-8 $75./3 vol. set. (Available from Texas State Historical Association, 21306 Richardson Hall, University Station, Austin, TX 78712.)

This unique work, essential in even the smallest library, provides historical, economic, and cultural entries about Texas (in articles that vary from a few lines to long, survey essays), contributed by historians, journalists, and other writers. Biographical entries are numerous. An expanded revision is in preparation, but will not be published until 1995.

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Atlases

G4. Historical Atlas of Texas. William C. Pool. Maps by Edward Triggs and Lance Wren. Encino Press, 1974. 216p. $20. 0-88426-033-X

This useful work demonstrates the relationship between the history of Texas and its geography. Nearly 100 maps trace the State's history from pre-Spanish days to the present and indicate the locations of Indian tribes, European settlements, oil deposits, railroads, etc., and even chart the voyages of the Texas Navy. Concise bibliographies are appended to each chapter. Text and maps are separately indexed.

G5. Shepard's Historical Atlas. 9th rev. ed. William Robert Shepard. Barnes & Noble, 1976. $28.50. 0-06-013846-7

Since this work appeared in 1911, it has served as a model for emulation. Its main section reproduces maps from an earlier edition, followed by a supplement (prepared by the Hammond Co.) which contains post-1929 maps. The two parts are separately indexed. The scope ranges from ancient Egypt to 1975.

Note: Libraries with funds to do so may wish to purchase The Times Atlas of World History (360p. Hammond, 1979. $70. 0-7230-0261-4) or its abridged version, The Times Concise Atlas of World History (Hammond, 1982. $40. 0-7230-0247-9), both outstanding works.

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H. STATISTICS

H1. Statistical Abstracts of the United States. Government Printing Office, 1879 to date. Annual. 1985. $23. S/N 003-024-06136-8; $19. S/N 003-024-06135-0

This volume is the most important annual compendium of American social, political, and economic statistics. It is arranged by ca. 35 broad subjects; e.g., education, vital statistics, agriculture. An introduction to each section discusses the sources of the data and defines terminology. Current and comparative statistics for the past 10 to 15 years are included. Government sources generate most of the statistics, but professional organizations and other groups provide some data. The focus is the United States as a whole, with little attention given to smaller units.

Note: Companion volumes to Statistical Abstracts include Historical Statistics of the United States: Colonial Times to 1970. (Bicentennial ed. 2 vols. Government Printing Office, 1976. $35. S/N 003-024-00120-9), which provides an overview of United States history in some 12,500 statistical tables; County and City Data Book (1983. $24. S/N 003-024-05833-2), which contains data for smaller political units; and State and Municipal Area Data Book (Government Printing Office, 1980 to date. 1982. $15. S/N 003-024-04932-5), a more recent work for states, Standard Metropolitan Statistical Areas, cities, etc.

BEST COPY AVAILABLE

I. POLITICAL SCIENCE AND LAW

11. Robert's Rules of Order Newly Revised. Henry M. Robert. Scott Foresman, 1984. 590p. $7.95pa. 0-673-15471-8

Since its appearance in 1875, this work has been the standard on parliamentary procedures. The current edition has been completely revised. Most libraries will need to have a circulating copy of this work as well as one in the reference collection.

Nations of the World

12. Statesman's Year-Book: Statistical and Historical Annual of the States of the World. St. Martin's Press, 1864 to date. Annual. 1985-86. 1,724p. $45. 0-312-76099-X

This is one of the most useful and reliable of the world affairs annuals. For each of the alphabetically arranged countries, there is a brief history, information on the government and constitution, area and population, defense, international relations, the economy, energy and natural resources, education, industry and trade--an impressive collection on people and places in the world today. There also are comparative statistical tables which chart the national yearly productions of oil and major crops, tables listing territorial sea limits and exclusive fishing zones for each country, balance totals for the world's top 50 banks, information on major international organizations, special maps, and bibliographies. The volume is comprehensively indexed by name and subject.

Note: Although it is no substitute, some libraries, with less extensive needs for information on the nations of the world, might purchase World Factbook (Government Printing Office, 1982 to date. 1985 ed. $14. S/N 041-015-00159-1), which gives a brief resume of each country and includes statistics on land, nationality, religion, language, literacy, political parties, economy, exports and imports, and much more.

BEST COPY AVAILABLE

United States

13. Congressional Directory. Government Printing Office, 1809 to date. Biennial. 1985-86. $17. S/N 052-070-05995-8; $13pa. S/N 052-070-05994-0

This biennial volume (formerly annual) offers extensive directory information for the United State Congress: data-type biographies of members; numerous listings by tenure, party, state delegation, etc.; membership of congressional committees or boards; lists of administrative or legislative assistance and secretaries, with addresses and telephone numbers; and lists of media representatives. Additionally there is valuable information on the executive and judicial branches and on U.S. and foreign diplomats.

14. United States Government Manual. Government Printing Office, 1935 to date. Annual. 1984/85, $12. S/N 022-003-01109-9

The official guide to U.S. government structure, this annual lists and describes each of the departments, bureaus, commissions, and other official and quasi-official agencies of the federal system. Descriptions include history, organization, and activities of each agency, as well as names, titles, addresses, and telephone numbers of key officials. Defunct agencies are listed in the appendix. Indexed.

Texas

15. Handbook of Governments in Texas. Texas Advisory Commission on Intergovernmental Relations, 1973 to date. Loose-leaf. $25. plus $10./yr. for updates.

This work provides information on each state agency, board, or commission, giving responsibilities and functions, names and addresses of members, executive directors, etc. General and historical information on county governments cites statistical and factual data. All incorporated municipal governments are treated and directory information provided. There also are sections for regional governmental bodies and major federal agencies in the state.

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16. Texas Law in Layman's Language. 3d ed. Ralph Walton and Charles Turner. Gulf Publishing Co., 1982. 250p. $9.95pa. 0-87201-828-8

The author presents law without legal jargon, making it understandable to the average person. This work will provide accurate information on many common legal questions.

17. Texas State Directory. Texas State Directory, 1946 to date. Annual. $20. (P.O. Box 12186, Capitol Station, Austin, TX 78711)

This directory, published each March, provides information for all elected and appointed Texas government officials, county government officials, city elected officials and purchasing agents. The section on state government also includes photographs and brief biographical data on heads of major divisions.

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J. GEOGRAPHY

Gazetteer

J1. Webster's New Geographical Dictionary. Rev. ed. Merriam-Webster Editorial Staff. Merriam, 1984. 1,568p. $18.95 0-87779-446-4

There are 48,000 entries for towns, cities, countries, rivers, lakes, mountains, and other geographical locations. United States towns under 1,500 population and foreign cities under 25,000 are omitted, unless they have special significance. Pronunciations of place names are provided. Although this work is not extensive, it is an excellent quick-reference tool.

Atlases

J2. Hammond Ambassador World Atlas. Hammond, 1984. 500p. $39.95 0-8437-1251-1

Excellent physical and political maps of continents, countries, regions, U.S. states, etc. are included in this reasonably priced atlas. There are 415 maps and charts and 100,000 entries in the Gazetteer-index.

Note: Rand McNally Cosmopolitan World Atlas: New Census Edition. (Rand McNally, 1984. $45. 0-528-83149-6) is smaller than the Hammond Ambassador, but it is in the same price range. Its 300 maps (82,000 entries in the index) are of excellent quality. Goode's World Atlas (Rand McNally, 1978. 384p. $19.95 0-528-83125-9; $15.95pa. 0-528-63007-5) is designed for students. It also is smaller in size (8-3/4" x 11") and has only 32,000 index entries.

J3. The Rand McNally Road Atlas: United States, Canada, Mexico. Rand McNally, 1924 to date. Annual. 1985. 128p. $8.95 0-528-89093-X; $5.95pa. 0-528-89091-3

This work provides detailed road maps for each of the 50 states, the provinces of Canada and Mexico, and over 150 United States and Canadian cities. There are, moreover, maps of the national parks and mileage charts, estimating distances between various U.S. cities.

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Note: Libraries also will need individual maps, especially of local areas--municipal, nearby towns and cities, county, nearby counties, etc. Often these are obtainable free from Chambers of Commerce and county governments. Large scale maps of all Texas counties are available from the State Department of Highways and Public Transportation, Attention: File D-10, P.O. Box 5051, West Austin Station, Austin, TX 78763. Write for a listing and price information.

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K. CAREERS AND EDUCATION

K1. Comparative Guide to American Colleges for Students, Parents, and Counselors. James Cass and Max Birnbaum. 12th ed. Harper and Row, 1983. 800p. $28.00 0-06-0105463-2; $14.95pa. 0-06-096022-1

This frequently revised and highly regarded guide provides comparative and analytical information on all accredited four-year American colleges. Data for each includes admission requirements; curriculum; academic, social, and cultural atmosphere; student-faculty ratio; religious orientation, costs and tuition, and statistical data. There are four indexes: state, selectivity (which ranks institutions based on difficulty of admissions requirements), religion, and by institutions conferring largest number of degrees in selective fields.

K2. Occupational Outlook Handbook. Government Printing Office, 1929 to date. Biennial. 1984-85 ed., $10. S/N 029-001-02765-6; $8.50pa. S/N 029-001-02766-4

This handbook provides authoritative information on over 200 occupations. Information includes: work description, levels and places of employment, working conditions, education and training requirements, opportunities for advancement, job outlook, earnings, etc. Arrangement is by broad occupational fields. Indexing is by occupational titles and industries. Occupational Outlook Quarterly (annual subscription, $11. ID: OOQ), which serves as an update between biennial editions, contains articles on new occupations, training opportunities, salary trends, career counseling programs, and the results of recent studies by the Bureau of Labor Statistics.

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L. BUSINESS

L1. Atlas of Texas. Stanley A. Arbingast and others. Bureau of Business Research, University of Texas at Austin, 1979. $29.95pa. 0-87755-261-1

This extensive and colorful atlas includes maps on a wide variety of economic, cultural, and historical topics--climate, transportation, education, recreation, agriculture, mining, manufacturing, and population. Examples of maps include ones for major hurricanes, railroad lines, frontier forts, cattle trails, population origins, and populations by county for decades from 1920 to 1960.

L2. Dictionary of Business and Management. 2d ed. Jerry M. Rosenberg. Wiley, 1983. 631p. $34.95 0-471-86730-6

Current meanings of over 8,000 terms from a wide variety of business fields make this volume especially useful to the library with a limited reference collection. Among the fields included are accounting, finance, securities, computers, economics, shipping, warehousing, and many more. Differences in application by fields are clearly indicated. There also is valuable supplementary material in the appendix.

L3. Dun and Bradstreet Guide to Your Investments. Harper-Row, 1973 to date. Annual. 1985. $15.34 ISSN 0-06-015374-1; $9.50pa. 0-06-091196-4

Considered to be the best introductory guide to investments, this work provides excellent coverage of common and preferred stocks, various types of bonds, investment trusts, real estate, small business investment companies, etc. There also are sample portfolios, numerous tables, a glossary, abbreviations, and a bibliography.

Note: Dow Jones Investor's Handbook (Dow Jones, 1985. $15.95 0-87094-584-4) is another good investment reference.

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L4. J.K. Lasser's Your Income Tax. Simon & Schuster, 1937 to date. Annual. 1985. $6.95 0-671-52887-4

There are several useful guides to assist the individual in preparing income tax returns. Lasser's is both inexpensive and reliable, and it will meet most basic needs.

Note: A selection of U.S. Internal Revenue Service tax information publications and reproducible federal tax forms for use in libraries are available from IRS Forms Distribution Center, P.O. Box 2924, Austin, Texas 78769. Ask for Form 2333-L.

L5. Standard Handbook for Secretaries. 8th ed. rev. Lois Irene Hutchinson. McGraw-Hill, 1969. 638p. $14.95 0-07-031537-X

Although designed for secretarial use, this work and others noted below are useful guides to letter writing, punctuation, grammar, and other mechanics of writing. It also includes office practices and other information concerning the conduct of business.

Note: Other basic titles include Complete Secretary's Handbook, 5th ed. rev., by Lillian Doris and Besse May Miller and ed. by Mary A. De Vries (Prentice-Hall, 1983. $19.95. 0-13-163410-0), and Webster's Secretarial Handbook, 2d ed. by Merriam-Webster Editorial Staff. (Merriam, 1984. $10.95 9-87779-136-8).

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M. SOCIAL CUSTOMS, HOME LIFE, AND SPORTS

Anniversaries and Holidays

M1. Anniversaries and Holidays. 4th ed. Ruth W. Gregory. American Library Association, 1983. 275p. $20. 0-8389-0389-4

The first edition of this useful guide by Mary E. Hazeltine appeared in 1928. Arrangement is in three parts: Calendar of Fixed Dates, the largest section, which offers day-by-day anniversaries and holidays; Calendar of Moveable Days, subdivided according to the Christian, Islamic, Eastern and Western worlds; and a bibliography of some 1,000 books about anniversaries and holidays.

Note: Chase's Annual Events, comp. by William D. and Helen M. Chase (Contemporary Books, 1985, $14.95/pa.), a useful annual publication, lists something to celebrate every day of the year--over 4,500 special events in 1985.

Consumer Information

M2. Consumer Reports: Buying Guide Issue. Consumers Union of the United States, Inc., 1936 to date. Annual. 1986, $5.95 ISSN 0010-7174

Libraries are encouraged to subscribe to Consumer Reports (Consumers Union, 256 Washington St., Mount Vernon, N.Y. 10553. $26/yr.). Those which do so will receive this Buying Guide Issue as the December issue of the magazine. It also may be purchased separately. The Guide summarizes the major test reports, brand-and-model ratings, and buying recommendations selected from the last several years. References to original evaluations in past issues are indicated. Arrangement is by categories--Kitchen and Laundry, Autos, Personal Products, etc.--and indexing is by generic name of the product. There also is an index to the last five-year of the Consumer Reports monthly issues.

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Cooking

M3. Joy of Cooking. Newly rev. and expanded ed. Irma von Starkloff Rombauer and Marion Rombauer Becker. Bobbs-Merrill, 1975. 915p. $16.95 0-672-51831-7

Considered one of the best American cookbooks, Joy of Cooking provides quality recipes, step-by-step instructions, and excellent tips on food selection and preparation. There are often several recipes for the same dish and variations of a specific recipe; there are over 4,500 in all. Detailed index.

Etiquette

M4. The Amy Vanderbilt Complete Book of Etiquette: A Guide to Contemporary Living. Rev. and expanded by Letitia Baldridge. Doubleday, 1978. 879p. $15.95. 0-385-13375-8

Aware that our world has changed drastically in the last two decades, but also convinced that good manners are always essential, Letitia Baldridge has ably performed the difficult task of updating Vanderbilt's 1972 work. She has added helpful and sensible tips on protocol in business, traveling alone, coping with divorce, and other contemporary problems. Life's rituals are discussed in detail, and rare social occasions, such as an invitation to the White House, also receive passing notice.

Note: The other standard source is The New Emily Post's Etiquette by Elizabeth L. Post, 14th ed. (Funk & Wagnalls, 1975. 978p. $15.34 0-308-10167-7). Both of these works make an admirable attempt to keep pace with today's life styles. Since the two volumes complement each other, libraries able to do so should purchase both.

Gardening

M5. 10,000 Garden Questions Answered by 20 Experts. 4th ed. Marjorie J. Dietz. Doubleday, 1982. 1,507p. $19.95 0-385-08509-X

A standard reference work recently updated, this volume answers most questions that amateur gardeners are likely to ask. Sixteen sections, each written by an expert, provide concise information on soils and fertilizers, landscaping and planning, ornamental plants, fruits, perennials, trees and shrubs, and much more. There is an extensive bibliography. Line drawings and an index support the text.

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Home Maintenance

M6. How to Clean Everything: An Encyclopedia of What to Use and How to Use It. 3d ed. Alma C. Moore. Simon & Schuster, 1971. 239p. $5.95pa. 0-671-20914-0

This useful volume, which first appeared in 1952, contains information on pest control, the removal of stains from textiles, care of basic household equipment, and laundry techniques. The latest edition has been updated to include materials on new textile fibers, flooring, cleaning preparations, and items of equipment. Arrangement is in two sections: one on cleaning items and the other on stain removal, with frequent cross-references.

M7. Reader's Digest Complete Do-It-Yourself Manual. Reader's Digest; distr. by Norton, 1973. $20.50 0-89577-010-5

Persons with some practical experience will find this manual helpful when undertaking projects involving plumbing, electrical wiring, masonry, and other household construction. There also are instructions for over 50 projects such as making furniture and installing cabinets.

Note: Reader's Digest Fix-It-Yourself Manual (Reader's Digest; distr. by Norton, 1977. $19.95 0-895-77-040-7) is a companion volume to the above which provides instructions on repairing a wide variety of items. Libraries able to do so should purchase both volumes, since they complement, rather than duplicate, each other.

Sports

M8. The Language of Sports. Tim Considine. Facts on File, 1982. 355p. $15.95 0-87196-653-0

This work analyzes nine spectator sports: baseball, basketball, bowling, boxing, football, golf, ice hockey, soccer, and tennis. For each sport there are sections on its history, basic rules, famous participants, "firsts," definitions of terms and interesting anecdotes. Indexed.

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N. SCIENCE AND TECHNOLOGY

General

N1. McGraw-Hill Dictionary of Scientific and Technical Terms. 2nd ed. Ed. by Sybil P. Parker. McGraw-Hill, 1978. 1,814p. $74.50 0-07-045269-5

One of the most comprehensive one-volume works for the area, this volume includes some 108,000 terms, 8,000 new to this edition, for all areas of the physical and natural sciences, architecture, various engineering disciplines, and technology. The definitions, in clear, concise language, are supported by some 2,800 illustrations. Each term is related to its field, but pronunciations are not given. Brief biographical entries for over 1,000 individuals associated with terms defined are included, as well as tables of measurement systems, mathematical functions, and other useful data.

Note: Concise Dictionary of the Sciences, ed. by John-David Yule (Facts on File, 1981. 600p. $29.95 0-87196-491-0; Van Nostrand Reinhold, 1982. $19.95pa. 0- 442-29208-2) is another useful dictionary of most commonly used words in science and technology, some 5,000 in all, plus about 1,000 brief biographies of well-known scientists.

Health and Medicine

N2. Child Health Encyclopedia: The Complete Guide for Parents. The Boston Children's Hospital Medical Center and Richard I. Feinbloom. Delacorte Press, 1978. 608p. $15. 0-385-28150-1; $14.95pa. 0-385-28148-X

This highly readable and factual work, prepared by some 80 medical specialists, covers health care, safety, accident prevention, childhood diseases and conditions, and many other topics helpful to parents of children through the adolescent years. The arrangement is alphabetical by topic with references to other publications and organizations where additional information is available.

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N3. Dorland's Medical Dictionary: Shorter Edition. Ed. by Franz I. Ingelfinger. Saunders; Holt, 1982. 741p. $17.95 0-03056744-0

This abridgement of the latest edition of Dorland's Illustrated Medical Dictionary (W.B. Saunders, 1981. $34.50 0-7216-3150-9) is an excellent choice for small libraries. It is designed for laypersons who are becoming increasingly involved in their own health care. The 45,000 terms (100,000 in the longer version), concisely defined, are supported by 16-pages of color illustrations of structures and functions of the body, tables of comparative data, pharmaceutical trade names, and much more.

N4. Essential Guide to Prescription Drugs: What You Need to Know for Safe Drug Use. 3d ed. James W. Long. Harper-Row, 1982. 940p. $31.68 0-06-014944-2; $9.57pa. 0-06-090930-7

This reputable guide to drugs is a best buy. Two hundred ten drugs--major prescription and 24 over-the-counter drugs (1,366 in all)--are profiled. Brand name, manufacturer, dosage, drug effects, precautions, side-effects and other useful information are provided. Arrangement is by generic name supported by a generic name and brand name index.

Note: Even though the source above covers many over-the-counter drugs, most libraries also will need: Essential Guide to Nonprescription Drugs. David R. Zimmerman (Harper-Row, 1983. 704p. $26.44 0-06-014915-9; $10.53pa. 0-06-091023-2).

Mechanics

N5. Chilton's Auto Repair Manual. Chilton Book Co., 1954/63 to date. Annual since 1977. 1985, $21.95 0-8019-7575-1

This annual work is an indispensable guide for automobile mechanics and do-it-yourselfers. Diagrams and photographs show how to diagnose problems and make every conceivable repair and adjustment. Hundreds of charts give specifications and other data. The library will need both a circulating and reference copy of this guide.

Note: Chilton's Import Auto Repair Manual, 1977-84. (Chilton Book Co., 1983. 1,488p. $20.95 0-8019-7328-7) also will be needed in small libraries. It covers most import automobiles from Audis to Volvos in a similar format to the volumes for domestic cars listed above.

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Section II: Priority Rankings of Sources

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O. SOURCES IN ORDER OF ESTIMATED VALUE

Introduction

Small public libraries with limited funds probably will purchase the sources listed in this manual over a period of time. A few are continuations which should be bought annually or biennually (See Groups 1 and 2). Some are published annually, but could be purchased every second of third year (See Group 3); if funds permit, they, too, should be acquired annually. Group 4 lists encyclopedias, expensive purchases which quickly become dated; they, therefore, should be replaced at five-year intervals. The remaining 59 reference tools are arranged in 5 groups. Works from Group 5 should be purchased before those in Group 6, and so on through Group 9. Within each group, titles are arranged alphabetically, not by rank.

Collection development in the reference area should be carefully planned and put in a separate budget. At 1986 prices the average cost of items in Group 1 is approximately $135 to $150, depending upon discounts. Every second year, an additional $100 will be needed to buy publications in Groups 2 and 3. (Titles in Group 3, of course, can be staggered so that all need not be purchased in the same year.) Acquisition of an encyclopedia should be planned well in advance, since each costs hundreds of dollars. (Perhaps service clubs or other organizations can be persuaded to purchases these items or to contribute toward their cost.)

The remaining groups (5 through 9) suggest ranking which could be spread over several years. The library, of course, will hold a number of these titles. Check each list against holdings to determine needed titles. The ideal plan would be to buy all remaining works the first year. Since most libraries cannot afford that luxury, select from Group 5 until all titles are acquired before moving to the next group. If acquisitions must be obtained over a period of three to four years, put the installments in each year's budget. Keep price increases in mind and add 10-15 per cent to the current price for all delayed purchases.

The reference collection is expensive and most items are far above average book costs. To meet the information needs of its patrons, even a small library must have at least these 79 sources.

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Purchase Plan

Group 1, purchase annually:

Abridged Readers' Guide (A8)
Americana Annual or World Book Year Book (A7)
Chilton's Auto Repair Manual (N5)
Consumer Reports Buying Guide (M2)
Current Biography (B1)
Dun and Bradstreet's Guide to Your Investments (L3)
Handbook of Government in Texas (I5)
Information Please Almanac (A1)
J.K. Lasser's Your Income Tax (L4)
World Almanac and Book of Facts (A3)

Group 2, purchase biennually:

Congressional Directory (I3)
Occupational Outlook Handbook (K2)
Texas Almanac and State Industrial Guide (A2)
Texas State Directory (I7)
United States Government Manual (I4)

Group 3, purchase every 2 or 3 years:

National Five Digit Zip Code and Post Office Directory (A4)
Statistical Abstracts of the United States (H1)
Statesman's Year-Book (I2)

Group 4, purchase every 5 years:

Encyclopedia Americana (A5)
World Book Encyclopedia (A6)

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Group 5:

Bartlett's Familiar Quotations (E8)
Child Health Encyclopedia (N2)
Comparative Guide to American Colleges.....(K1)
Dorland's Medical Dictionary (N3)
Hammond Ambassador World Atlas (J2)
Oxford Companion to American Literature (E4)
Roget's International Thesaurus (D5)
Webster's Biographical Dictionary (B4)
Webster's New Geographical Dictionary (J1)
Webster's Ninth New Collegiate Dictionary (D4)
Webster's Third New International Dictionary (D2)

Group 6:

The Elements of Style (D8)
Essential Guide to Prescription Drugs (N4)
Encyclopaedia of World History (G2)
Handbook of Denominations (C2)
Handbook of Texas (G3)
How to Clean Everything (M6)
McGraw-Hill Dictionary of Scientific and Technical Terms (N1)
Random House Dictionary of the English Language (D1)
Texas Law in Layman's Language (I6)
Webster's New Dictionary of Synonyms (D6)
World Authors: 1950-1970 (E7)
World Authors: 1970-1975 (E7)

Group 7:

Amy Vanderbilt Complete Book of Etiquette (M4)
Atlas of Texas (L1)
Complete Directory of Prime Time Network TV Shows (F7)
Encyclopedia of American History (G1)
Halliwell's Filmgoer's Companion (F5)
Joy of Cooking (M3)
A Manual of Writers of Term Papers, Theses and Dissertations (D9)
Oxford Companion to Art (F1)
Rand McNally Road Atlas (J3)
Robert's Rules of Order (I1)
Webster's American Biographies (B3)
World Authors: 1975-1980 (E7)

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Group 8:

Cambridge Guide to English Literature (E2)
Concise Dictionary of American Biography (B2)
Concise Oxford Companion to the Theatre (F4)
A Dictionary of Non-Christian Religions (C1)
Dictionary of the Decorative Arts (F2)
Handbook of Literature (E3)
Harper's Bible Dictionary (C3)
Historical Atlas of Texas (G4)
Language of Sports (M8)
Reader's Encyclopaedia (E5)
Reader's Digest Complete Do-It-Yourself Manual (M7)
10,000 Garden Questions (M5)

Group 9:

Anniversaries and Holidays (M1)
Brewer's Dictionary of Phrase and Fable (E1)
Dictionary of American Slang (D7)
Dictionary of Business and Management (L2)
Funk and Wagnalls Standard Dictionary of Folklore (C4)
Halliwell's Film Guide (F6)
Oxford Companion to Music (F3)
Shepard's Historical Atlas (G5)
Standard Handbook for Secretaries (L5)
Twentieth Century Authors (E7)
Twentieth Century Authors Supplement (E7)
Webster's New World Dictionary of the America Language (D3)

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Section III: Reference Works Exercises

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INTRODUCTION

In the first section of this guide, a core reference collection is identified and described. The exercises in this section are to provide practice in using some of these works to answer questions.

Reference books of all types contain an abundance of information, much of which the title indicates; e.g., National Five Digit Zip Code and Post Office Directory, Amy Vanderbilt's Complete Book of Etiquette. Other data included may not be evident from the title or from general knowledge about the type of source. Most encyclopedia users expect to find an article about the American Revolution or a biographical entry for a well-known historical figure, but may not know that the set also contains instructions for playing canasta and other games, concise summaries of literary classics and operas, or maps of major cities of the world. Those using a dictionary like Webster's New World Dictionary of the American Language may not know that many fact-type queries can be answered there in; e.g., the size of the Kalahari desert plateau in South Africa, the monetary unit of Togo, or the distance from the earth to the sun. One learns the value of reference works by analyzing the purpose and scope of each type--dictionaries, thesauri, quotation books, etc.--and by a careful examination of each individual work. To use the source effectively, one must know the kind of information it contains, the level of the material provided, and much more.

The first step in assisting a library user is to determine his/her need. The exchange between librarian and patron, called the reference interview, is essential to clarify the question--learn what information the user wants, how much is needed, what type of material is acceptable, and its level and difficulty. Thus, much is involved in conducting a good reference interview.

The next step is helping the patron to find the needed information. To assist him/her, one must be well acquainted with the library's entire collection. Information needs are not always served by a reference work, but may be answered by any reliable source the library has. Reference works are volumes (or sets) compiled specifically to provide data on a subject in a format which facilitates ease in use. We use reference works more often to answer questions, because such sources are designed for that purpose.

When the need is for a fact or brief information, a volume often comes to mind. Someone needs statistics on literacy (World Almanac), the dates of a historical figure (Webster's Biographical Dictionary), or the distance between Fort Worth and El Paso (Rand McNally Road Atlas). Some answers are not that obvious and require consulting numerous sources before learning which contains the answer. Often the patron must research a topic and thus will require a number of articles or books, a demand which involves use of a periodical index (Abridged Readers'

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Guide) and the library's own catalog. There is no substitute for knowledge of the collection in deciding what source(s) to search.

Once the source(s) to be used is identified, one must decide how to search it--whether to look in the alphabetical sequence or the index, and what heading to look under. The procedure varies with the type of book, but once learned, it can be used time and again in finding the answers to similar questions. One looks in the index to the World Almanac under Addresses--associations and societies and discovers that it refers to a directory of several hundred organizations. The listing, however, is alphabetical by key subject word instead of the first word in the organization's name--American Heart Association is under Heart Association, American. The searcher not only knows, therefore, that this useful listing is in the World Almanac, but how to use it when answering similar queries in the future.

The key words in the query often match up with those used in the reference tool. For the question "What is the Federal Reserve System?" one looks under Federal Reserve System in the alphabetical sequence in the encyclopedia. When asked to compare the calcium content of yogurt and cottage cheese, one may decide to look for a nutritional chart in a book on nutrition or in an almanac and then see if the foods in question are listed, or look for an article on calcium in the encyclopedia in the hope that specific foods are compared. If these searches are unsuccessful, one must reanalyze the question, but the topic of interest is obviously the nutritional value of specific foods.

The questions in eight of the exercises which follow direct the searcher to specific tools or types of tools and are intended to provide practice in using the sources named. The exercises also are designed to demonstrate the variety of types of information they contain. Examine carefully the sources to be used before beginning the exercise. Determine each work's scope (usually explained in the preface) and what type of information it contains. Observe how it is arranged (the table of contents will be useful), and if it is indexed. Determine how important it is to use the index in finding information. Turn through the work, scanning and reading, and become familiar with the content.

Read the brief comments on the type of reference tool at the beginning of each exercise. There also are helpful hints included for many questions. Analyze the question, determine which source to use, what to look under, and seek an answer to the query. If you do not find the answer, look at the question (and the hint) again and decide what other approach(s) could be used. All the questions are answerable in the sources cited.

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P. ALMANACS

Use current editions of World Almanac and Book of Facts, Information Please Almanac, and Texas Almanac and State Industrial Guide to answer the questions below. Almanacs are compendiums of useful data on events, people, and topics from aerospace to the World Series, and statistics on a wide variety of topics - health, election results, population, countries of the world, etc. World Almanac and Information Please Almanac are international in scope but with emphasis on the United States; Texas Almanac provides coverage of state history, environment, politics and government, recreation, and numerous other topics. It, too, includes a wealth of statistical data in concise format--lists, charts, tables, etc.--with little discussion of the material provided. All volumes contain a wealth of factual material.

It is essential to use the index to find information in any almanac. (Note that the index to the World Almanac is in the front of the volume.) Look in the index under what you consider to be the topic of the question. If a reference is not found, think of synonyms or broader/narrower terms. Information often is indexed under more than one topic. The list of all persons who have served as Secretary of Agriculture, e.g., are indexed in the World Almanac under: Agriculture, Department of--Secretaries; Secretaries, U.S.--U.S. Cabinets (1789-1984); Cabinet members, U.S.--1789-1982; and United States of America--Cabinets.

Before beginning the exercise, examine each work carefully. Much that is in the almanac is what one may expect; there will be surprises. A high percentage of fact-type questions asked by patrons can be answered by almanacs.

1. How does the salary of the governor of Texas compare with that of his counterpart in Arkansas? (Approach this one by either "governors" or "salaries.")

2. What is the address of the American Cancer Society? (Remember the comments on "addresses" in the introduction to this section.)

3. Find a brief (5-6 pages) history of the Republic of Texas.

4. Who is City Manager for the City of Dallas?

5. On what day of the week were you born? (You are looking for a perpetual calendar.)

6. Cite the Texas legal holidays and special observance days set aside by the Legislature and give their dates.

7. What do these economic terms mean: key leading indicators, supply-side economics? (You are looking for a glossary of economic terms)

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8. Compare the cost-of-living index and educational/cultural facilities of Atlanta, Georgia with those of San Diego, California. (The index entries under cities will be a good place to begin.)

9. Where in Texas is the 4Cs Recreational Area?

10. How does one address a letter to the President of the United States? What salutation is used?

11. Find a list of the 15 members of the Texas State Textbook Committee.

12. Can a human being run faster than a wart hog? (Try animal for this one.)

13. How frequently is the bite of a copperhead fatal?

14. According to American Kennel Club statistics, which dog is more popular, the Miniature Schnauzer or the Yorkshire Terrier?

15. Has the precentage of Americans voting in presidential elections increased or decreased during the last twenty years? (Elections is the principal topic.)

16. Between Dallas County and Harris (Houston) County, which has the highest crime index? What crimes are included in the index? (For the last part of the question, see the introduction to that section of the almanac.)

17. What is the quality of life (literacy rate, life expectancy, per capita income, etc.) for Libya? (Search the information on Libya for your answers.)

18. What significant historical events occurred in the U.S. the year you were born? (You are looking for a chronology.)

19. Find a biographical sketch of J. Frank Dobie, the famous Texas writer and folklorist.

20. What are the ZIP and telephone-area code numbers for Luling, Texas?

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Q. PERIODICAL INDEXES

Use the Abridged Readers' Guide to Periodical Literature or the longer version, if your library subscribes to it. Periodical indexes provide access to the articles contained in a selected group of magazines or journals. The Abridged Readers' Guide indexes popular periodicals, which are those most likely to be found in the small public library. Since news, fashion, sports, women's and men's magazines, etc. all contain information on current topics, they are important sources for today's issues and interests. Abridged Readers' Guide indexes each article by author and subject in one alphabet; book reviews constitute a separate section, arranged alphabetically by author. Standard subject headings, supported by numerous see and see also references, give easy access to information.

Before beginning this exercise, read the explanatory material in the front of an issue of Abridged Readers' Guide, noting the list of periodicals indexed, the abbreviations used, and other data. This introduction holds the answers to the first two questions.

1. How would you explain the purpose and organization of the Abridged Readers' Guide to a library patron?

2. How would you explain a citation in Abridged Readers' Guide to a library patron? (Be sure to include format and abbreviations.)

3. Has Consumer Reports had an article on pricing of contact lens within the last two years? (Look under the subject in the most current issue and work backward.)

4. A patron reports that about two years ago she read an article on handling sexual harassment and would like to locate it. She thinks it was in Glamour or Seventeen, but it could have been in some other women's magazine. Can you help her? (Note that the article probably was in a fashion magazine. You may find more than one possibility.)

5. Cite some articles which compare the advantages of investing in mutual funds with other types of investments. (Begin with the broad subject.)

6. Find a review of the movie The Black Caldron, which was released in 1985. (Reviews of movies are not under the name of the film but under a general heading.)

7. A patron asks why football officials are not allowed to use instant replays in calling controversial plays. What are the objections?

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8. A patron writing a paper on merc[illegible] killing requires two or three articles about relatives who have stood trial for taking matters into their own hands. Can you help?

9. Find references to several articles on Madonna, the rock-music star, for a student writing a paper about her career.

10. Have there been any articles about the success or failure of no-smoking ordinances passed by city governments? I believe California cities were among the first to do this.

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R. BIOGRAPHY

Use Current Biography (1980 to date), Concise Dictionary of American Biography and Webster's Biographical Dictionary to answer the questions below. Current Biography includes living persons throughout the world who are of general interest--government officials, music and film personalities, professional athletes, writers, etc. Concise Dictionary of American Biography covers significant historical figures in our country's history. Webster's Biographical Dictionary includes historical figures and current personalities around the world.

Before beginning this exercise, examine each of the three sources. Note the types and amount of information that each provides. Each is arranged alphabetically by name, but appendix material (or material located in the back) often supplements the biographical entries. Note that Current Biography, the only one of the three which is indexed, provides in each monthly issue indexing for previous issued for that year, and annual volumes index several prior years. Current Biography also is the only one which gives address information.

1. Find some information about the man who founded the famous Pinkerton Detective Agency during the 19th century. (Assume his name is Pinkerton.)

2. Larry McMurtry, the noted Texas author, owns a bookstore in the Georgetown area of Washington, D.C. What is its name and address? (Note information provided above.)

3. Who was President Harry Truman's Secretary of State? (Appendix information may help here.)

4. Was The Last Days of Pompeii Edward George Earle Bulwer-Lytton's only novel?

5. Find bibliographic information for several articles about the development of Jarvik-7, the artifical heart invented and used by Dr. William C. Devries. The two most famous recipients are Barney Clark and William J. Shroeder. (Bibliographies at the end of a biographical sketch are important to note.)

6. Who did Judith of the Apocrypha kill to save her people?

7. How did Tina Turner rebuild her singing career after her break with former husband Ike and the "Tina Turner Revue" in 1976?

8. What is known about the 17th-century Indian Chief Powhatan?

9. If a fan wished to write to Judy Blume, the writer, where should the letter be sent?

10. Name some of the most famous sculptures of Sir Bertram Mackenmal.

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S. ENCYCLOPEDIAS

Use Encyclopedia Americana and World Book Encyclopedia to answer the questions below. Encyclopedias are an ideal reference tool, since they contain survey articles on numerous topics, explanatory materials, and data on people, places, and historical events. They answer questions of the who, what, why, and how variety. Due to rapid changes in today's world, especially in science and technology, encyclopedias quickly become dated; a ten-year-old set is filled with an abundance of outdated and incorrect information. It is important that we provide our patrons with recent and accurate data.

Before beginning this exercise, spend at least an hour examining these sets. Note the importance of the index. Although the volumes are alphabetically arranged and contain frequent see and see also references, most articles include numerous names and events that cannot be found via the alphabetical arrangement. A good index which cites such information is essential to efficient use of these works.

Note that many articles are supported by bibliographies which cite additional material on the subject. (If the library does not hold these works, they usually can be borrowed on interlibrary loan.) World Book is supplemented by a study guide which contains bibliographies and other information of interest to the user.

Both of these sets are specific entry in approach. Instead of one long article on the history of the United States, for example, each topic is covered separately in alphabetical sequence. Illustrations are numerous--photographs, reproductions of paintings, diagrams, charts, maps, etc.--each of which is indexed. The maps, a valuable asset, are of various types--political, topical (weather, land use, etc.), topographical (surface features), historical, and economic.

Although the World Book is designed for children and young adults, it is also useful for adults seeking factural data on a topic about which they have limited knowledge. Reference librarians consider World Book an indispensable tool for "how-to" instructions and illusive factual material. Americana is especially strong in American history, biography, and geography, but it, too, is international (like World Book) in coverage and provides reliable information on all branches of the world's accumulated knowledge.

Both sets include an abundance of unexpected material. These questions are designed to show the many uses of these encyclopedias and to improve your skills in using them. For many of these questions, first consult the index.

1. How does one read a gas meter? (Note reference to "how-to" articles above.)

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2. What beliefs are codified in Malleus Maleficarum?

3. Should one apply heat or cold to a sprain? (Same suggestion as in #1)

4. Find a map of the Vieux Carre in New Orleans.

5. What do the Four Horsemen of the Apocalypse symbolize?

6. Does one article in the Americana contain all information on the Hegira?

7. How are cereals puffed?

8. Find information on The Maid's Tragedy, a 17th-century English play by Beaumont and Fletcher.

9. Does World Book have an article on abortion? If so, does it present unbiased coverage of the topic?

10. Locate Florence, South Carolina on a map. (Articles on each state include a map.)

11. Find an illustration of the human respiratory system. (Illustration are indexed.)

12. How is the name Asclepius, the god of healing in Greek mythology, pronounced?

13. In which of Cotton Mather's writings did he use the "character" technique (a sketch describing a person characterized by a distinctive quality)? (The index may help.)

14. Find a map which traces Captain James Cook's three great voyages.

15. Find a picture of "The Little Mermaid" which graces the harbor of Copenhagen. Whom does it honor? (Same note as #11)

16. Find a reproduction of Les toits rouge, an impressist painting by Pissarro.

17. What are the colors, uses, and size of East Friesian horses?

18. Find information about the liquid-fuel JATO rocket.

19. Find a survey article on temples of the ancient world.

20. Find a bibliography on Ancient Greece.

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T. STATISTICAL SOURCES

Use Statistical Abstracts of the United States, World Almanac and Book of Facts, Information Please Almanac, and Texas Almanac and State Industrial Guide to answer the questions below:

Almanacs are useful for finding the most commonly sought statistics: population, births and deaths, sports records, etc. Those listed for this exercise are the subject of Exercise P. Statistical Abstracts of the United States will provide information on narrower topics. One finds statistics on female heads-of-households in the almanacs. Statistical Abstracts, however, will list further break downs on the topic by metropolitan and nonmetropolitan areas, number in the family, ages of children, and status (husband absent, widowed, etc.). Almanacs list overall statistics on abortion, but Statistical Abstracts gives abortion figures by age, race, marital status, number of prior births, and weeks of gestation. Almanacs, therefore, are a good place to begin and they often will provide the needed data, but if they do not provide the answer, check Statistical Abstracts, the most extensive collection of its type on the United States.

Study Statistical Abstracts before beginning this exercise. Note that each table cites the source of the data, and that notes explain how to interpret the tables. The detailed index, as usual, is an important part of the source and must be consulted to locate appropriate data.

1. What is the median educational level of jail inmates? What percentage were employed when arrested? (Look under prisoner or related terms.)

2. What is the average salary of farm workers? Is the average income for black farm workers higher than that of hispanics?

3. Which industry spends more money on advertising, tobacco or alcoholic beverages?

4. What percentage of elementary school children in metropolitan areas are bussed to school?

5. How does the gross national product (GNP) of the United States compare with that of the Philippines? (Remember that almanacs are international in coverage.)

6. How much has the per capita income in Texas increased since 1980? What percentage of the population is below poverty level?

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7. How does the number of women in the labor force in 1960 compare with that of the early 1980's? What percentage of the entire female population are working women now and then? (Statistical Abstracts provides coverage for the previous 15-20 years on many topics.)

8. How do the Dallas Public Library and the Houston Public Library compare in number of volumes circulated?

9. What percentage of U.S. public elementary schools have library/media centers?

10. What is the employment situation in Donley County, Texas?

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U. ATLASES

The atlases suggested for this exercise are: Hammond Ambassador World Atlas, Rand McNally Road Atlas, Shepard's Historical Atlas, Historical Atlas of Texas, and Atlas of Texas. These volume have many purposes. Hammond Ambassador, a comprehensive work, includes physical and political maps and some demographic, economic, and other thematic information. Rand McNally Road Atlas, of course, includes route maps, but since even small towns and villages often are included, it also has location value. Shepard's Historical Atlas and Historical Atlas of Texas illustrate important situations and events in the historical evolution of the world and the state. Atlas of Texas depicts economic topics in map format.

Before beginning this exercise, examine each of these atlases. (If you do not have access to Hammond Ambassador, substitute a comparable work; several are listed in the note on p. 27.) Read the preface material for each volume, study its arrangement, and examine the maps and index so that you can interpret the information provided. Know what information each map presents. If symbols are used, learn what they mean.

The introduction to Exercise S comments that encyclopedias have maps of all types. Encyclopedia articles about countries, states, cities, population distribution, and vegetation also contain geographical information, and maps often illustrate these essays. Encyclopedia yearbooks, almanacs, and some dictionaries, moreover, give geographical information. Atlases, due to their focus, have advantages over similar works; e.g., they have maps of particular areas based on a scale large enough to include small towns and local sites (battlefields, cemeteries, airfields, military posts, etc.). Detailed indexing cites all points and features found on the maps.

1. When it is midnight in Dallas, Texas, what time is it in Florence, Italy? (Look for time-zone maps.)

2. What is presently located on the site of the Praetorian Camp of Imperial Rome? (Look for a modern map which includes lightly drawn map of Imperial Rome.)

3. Did Prussia possess any territory on the left bank of the Rhine in 1812? (Find a map for the area and the period.)

4. What is the distance in miles between Little Diomede Island and Saint Paul Island? (Interpret the map's scale.)

5. What were the routes of the Forty-Niners? (Use the index.)

6. How far is it from Santiago de Cuba to Port-au-Prince, Haiti?

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7. How many damaging hurricanes hit Texas during the first half of the twentieth century?

8. Describe the vegetation in the area where Buda, Texas is located. (Locate Buda first and estimate its location on a topical map.)

9. Did Cabeza de Vaca go through what is now the Texas Panhandle in his wanderings through Texas? Did Coronado?

10. Is there a highway between Mookini Heiau and Puukohola Heiau, Hawaii?

11. Locate Zeysko Bureinskaya Ravnina Plain.

12. Find maps which supply the following information about Peru: land use, vegetation, minerals, religion, population density.

13. Were there any Indian Reservations in Texas at the turn of the century?

14. How many slaves were there in Texas in 1850? In 1860? In what states were most slaves located in 1840?

15. Which is closer to downtown Chicago, O'Hare or Midway Airport? (Maps of major cities are included in most atlases.)

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V. DICTIONARIES

One uses general language dictionaries most frequently to find definitions, spellings, pronunciations, and syllabication (word division). A good dictionary, however, includes other useful data: etymologies (which often provide a better understanding of the word's meaning), synonyms and antonyms, variant spellings, and grammar. Foreign words and phrases often used in English, common abbreviations, and slang words and expressions usually are included. Some general dictionaries contain major place names--cities, historical locations, rivers, mountains, and other geographic features--and major personal names--authors, historical figures, biblical and mythological names. Entries sometimes provide unusual data; e.g., the height and other differences between African and Indian elephants, an explanation of the death rattle. A typical appendix includes non-dictionary type information--lists of colleges and universities in the U.S. and Canada, a punctuation guide, manuscript forms, proofreaders' marks, tables of weights and measures, and signs and symbols.

Special-purpose dictionaries, moreover, supplement general works. Thesauri and synonym dictionaries identify words with the same or similar meanings. A thesaurus groups words and phrases around a concept or idea; words are listed, but their meanings, similarities, and differences are not discussed. Most synonym dictionaries discriminate among meanings and offer guidance in using words. Slang dictionaries provide more extensive coverage of this specialized vocabulary and idioms, informal language outside standard usage. Style manuals provide advice on good and bad language usage, abbreviations, punctuations, capitalizing and other problems in formal writing.

Use any of the dictionaries in your library to answer the following questions; those listed in Section D will be especially useful. The unabridged dictionaries, of course, are more comprehensive than abridged ones, especially Webster's Third New International Dictionary of the English Language, the most authoritative dictionary published in the United States. Note that Webster's Third omits proper nouns and foreign words and phrases; its abridgement, Webster's Ninth New Collegiate Dictionary, lists foreign words and phrases, biographical and geographical names in the appendix. These and other important facts are learned from the preface material, which should be read carefully before beginning this exercise.

1. Is the word "candidacy" American in origin? (Determine how dictionaries indicate this type of origin.)

2. Use the word "crepuscular" in a sentence.

3. What do banbury tarts contain?

4. What does the underlined word mean in this sentence: As a Senator he abused the franking privilege. (Read through the entire entry.)

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5. What does the expression "to cast pearls before swine" mean, and what is its origin? (It could be entered under any principal word.)

6. What causes Bang's disease in cattle?

7. In what Shakespearian play does Banquo appear, and what is his role?

8. What is the correct pronunciation of the word "orator"? (Check the detailed pronunciation guide in the front.)

9. How do the following words, usually listed as synonymous, differ in meaning: punish, discipline, correct, chastise, castigate, chasen?

10. What are Brobdingnags and how tall are they?

11. Is the expression "attend to" in the sense of punishment colloquial?

12. Find a list of synonyms or related words for "passive".

13. How many words are listed in Basic English? From what is the word "basic" derived in this instance?

14. How does the derivation (etymology) of the word "fraternal" help one to understand its meaning?

15. What is the weight span for bantamweight boxers?

16. Can the word "opaque" be used as a verb?

17. What is the weight of a "point" in jewelry?

18. Where in the Bible is the expression "baptism of fire" used?

19. Is the word "go-go" considered to be slang?

20. Where is the Banda Sea?

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W. QUOTATION SOURCES

Use Bartlett's Familiar Quotations (15th ed.), the best known book of quotations, to answer the questions below. Before beginning the exercise, examine Bartlett's and observe the arrangement: the main body begins with quotes from the Bible and other holy books, followed by quotations of over 2,600 individuals, listed chronologically by birth dates from Homer (c.700 B.C.) to Stevie Wonder (1950-), and concluding with 20 pages of anonymous sayings, spirituals, shanties, nursery rhymes, ballads, etc. An index provides easy access, but it is really a concordance, arranged alphabetically under all principal words in each quotation. It is important that one observe the footnotes, which provide such information as the evolution of a statement. The Kaufman and Hart title "You Can't Take It With You," for example, is derived from the ancient Egyptian Song of the Harper, the Bible, and Theognis; "necessity is the mother of invention" is traced to ancient Latin. The alphabetical list of notables quoted, located in the front of the volume, enables one to find a person, to read through quotations, and to compare them to those of his/her contemporaries.

1. After the "Bay of Pigs" incident in Cuba (1961), President John F. Kennedy is quoted as saying that "Victory has a hundred fathers and defeat is an orphan." What is the origin of that statement? (Note the source in the footnote.)

2. Sir Winston Churchill, in a speech at Westminster College, Fulton, Missouri, 1946, used the term "iron curtain" to describe the foreign policy of the U.S.S.R. Did he originate the term or "borrow" it?

3. During World War II, American soldiers frequently wrote "Kilroy was here" on buildings, fences, street signs, etc. as they advanced through Europe. What did it mean?

4. Where in the Bible is the plea: Keep me as the apple of thy eye?

5. Can you explain this quote from Shakespeare: wrens make prey where eagles dare not perch?

6. Find Martin Luther King's famous quote about going to the mountain. (The alphabetical list of person's quoted is helpful.)

7. There is a rhyme about what the bells of London say. Can you find it? (Old Bailey, Shoreditch, etc.)

8. What are some of the famous quotes from Punch, the British magazine of political satire and humor? (Try the alphabetical listing in the front.)

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9. What is the probable origin of Ernest Hemingway's book title, A Moveable Feast?

10. Find some quotes on marriage which could be used in a humorous toast at a rehearsal dinner.

11. What cowboy ballad is this line from: Beat the drum slowly and play the fife lowly; play the Dead March as you carry me along?

12. What is the expression often used in treaties with Indians? It usually is combined with "as long as the rivers flow".

13. What did Louie Armstrong answer when asked to explain jazz?

14. Find the epitaph Benjamin Franklin wrote for himself.

15. Who said: The great artists of the world are never puritans, and seldom ever ordinarily respectable?

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X. GENERAL

Use any holdings in your library to answer to following questions:

1. How does the number of businesses owned by hispanics compare with that owned by blacks? (Statistical sources.)

2. When was His Eminence Joseph Louis Bernardin named to the College of Cardinals? (Biography or a list of Cardinals.)

3. When did Samuel Colt invent the revolver? (Biography or encyclopedia.)

4. Name the parent company which owns Fisher Price toys and give its address. (Almanacs)

5. Assist a patron who needs statistics on the earthquake in Mexico City in 1985--the number killed, value of property destroyed, etc. (A current topic which may be too recent for the almanacs.)

6. In what states are located the greatest number of hazardous waste sites, which pose the gravest threats to public health and the environment? How many are in Texas?

7. How long is the nose of the Statue of Liberty? (Encyclopedias or almanacs.)

8. How do the revenues of telephone companies compare with that of television broadcasting?

9. Where in London is Bankside?

10. What is the name and size of the island on which Sitka, Alaska is located?

11. What artists received the Kennedy Center Awards in 1984? (Almanacs or yearbooks.)

12. Find information on an inhaler that will protect human lungs from smoke in the air. It is being developed by scientists and should be available soon. (Yearbooks or periodicals.)

13. Does New Mexico have a state income tax? If so, what is the rate?

14. What does the Japanese greeting "banzai" mean?

15. What is the size of the Bayeux Tapestry and what does it depict? (Encyclopedias)

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16. Why did the Emancipation Proclamation have no effect in Delaware? (Encyclopedias)

17. What are some of the achievements of Architect Ralph Adams Cram? (Biography, encyclopedias)

18. What is the air parcel post rate from the U.S. to Mexico? (Postal guide)

19. What historical figure was nicknamed Barbarossa?

20. Who wrote the song "Carry Me Back to Old Virginny"? (Quotations)

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Brewer's Dictionary of Phrase and Fable. E1
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Handbook of Governments in Texas. I5
Handbook of Literature E3
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Historical Atlas of Texas. G4
Historical Statistics of the United States. n., p.23
Home Book of Quotations. n., p.17
How to Clean Everything. M6

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Jerome Biblical Commentary. n., p.9
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Manual for Writers of Term Papers, Theses and Dissertations. D9
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McGraw-Hill Encyclopedia of World Biography. n., p.7
Merit Student Encyclopedia. n., p.4

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Nelson's Complete Concordance.... n., p.9
New Book of Knowledge. n., p.4
New Emily Post's Etiquette. n., p.33
New Encyclopaedia Britannica. n., p.3
Notable American Women. n., p.7

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Occupational Outlook Handbook. K2
Occupational Outlook Quarterly. K2

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Oxford Companion to American Literature. E4
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